

OVERVIEW

This policy provides a general overview of required activities and guidance caseworkers must consider in a Children's Protective Services (CPS) investigation.

DEFINITIONS

Mandated Reporter

An individual required to report suspected concerns of child abuse or neglect under MCL 722.623.

Person Responsible

A parent, legal guardian, person 18 years of age or older who resides for any length of time in the same home in which the child(ren) resides or a **non-parent adult**, or owner, operator, volunteer or employee of a licensed or registered child care organization, a licensed or unlicensed adult foster care home, or a court-operated facility.

- **Non-parent adult.** A person who is 18 years of age or older and who, regardless of the person's domicile meets the following criteria:
 - Has substantial and regular contact with the child(ren).
 - Has a close personal relationship with the child(ren)'s parent(s) or with a person(s) responsible for the child(ren)'s health or welfare.
 - Is not the child(ren)'s parent(s) or a person(s) otherwise related to the child by blood or affinity to the third degree.

COMMENCEMENT

Commencement must occur within 24 hours following report to Centralized Intake (CI), (MCL 722.628(1)). The *priority response criteria* determines whether the commencement must occur within 12 or 24 hours; see [PSM 712-4, Intake - Minimal Priority Response Criteria](#).

Commencement means to begin the investigation with any activity including, but not limited to:

- Review of case history.
- Gathering of evidence.
- Case planning with supervisor.
- Making successful investigation contacts.

Note: If using review of case history, information gained must be documented in the history/trends section, as well as a social work contact in the electronic case management system indicating commencement was completed by a review of case history.

Only one social work contact should be selected as commencement within an investigation unless there is an *accept and link* assignment to the case; see [PSM 713-08, Special Investigative Situations](#).

CONTACT WITH CHILDREN

Alleged Child Victims

Caseworkers must make face-to-face contact to assess child(ren) safety and well-being with each alleged child victim within designated timeframes (24 or 72 hours), as determined by the Priority Response Criteria; see [PSM 712-4, Intake - Minimal Priority Response Criteria](#).

Other Children

During an investigation, caseworkers must attempt **face-to-face contact** with the following other (non-victim) children:

- Minor children of the alleged perpetrator(s).
- Children who reside in the alleged perpetrator(s) home or who visit the home as part of a court ordered custody arrangement or other visitation agreement.

When **face-to-face contact** cannot occur, document:

- The barriers to making contact.
- Contact with a person able to provide reliable information concerning the child's wellbeing.

All children requiring contact in an investigation must be added as investigative persons to the case within the electronic case management system.

**When a Parent or
Adult is Not Home**

Caseworkers must not enter a home when an adult is not present to provide permission to enter the home and speak with the child(ren). If an adult is not present at the home, caseworkers may not request that the child(ren) step outside to interview them, even if the child(ren) agrees or suggests this solution.

If a referral alleges that a young child is home alone or a child is at imminent risk of harm and no adult is present in the home, the caseworker should contact law enforcement for assistance; see [PSM 713-08, Special Investigative Situations](#).

**Replacement
Contacts by Law
Enforcement**

Caseworkers must still commence an investigation within the required priority response time when law enforcement contact is used to fulfill initial **face-to-face contact** requirements.

For more information on application and documentation of replacement contacts by law enforcement; see [PSM 712-3, Coordination with Prosecuting Attorney and Law Enforcement](#).

Even in situations where contact requirements are met by law enforcement, caseworkers must take steps to ensure the safety of the child(ren) involved.

Interviews

If able, interviews with the child(ren) must occur to determine if the child(ren) is/are being abused or neglected and if safety planning, supports or services are needed for the child.

Legal Parent/Legal Guardian Consent

Caseworkers do not need consent from a legal parent or legal guardian prior to contact with a child if:

- The child is an alleged victim of child abuse or neglect.

AND/OR

- The caseworker has reason to believe that the alleged abuse or neglect occurred.

Note: If during the investigation, information is obtained that gives reason to believe a child who was originally identified as a non-victim is an alleged victim of abuse or neglect, consent from a legal parent or legal guardian is not needed.

Note: A putative parent cannot consent to contact with the child.

If a legal parent or legal guardian consent is not obtained, documentation in a social work contact must demonstrate why consent from a legal parent or legal guardian was not required if contact was made with a child.

If at any time during an investigation a caseworker no longer suspects abuse or neglect, further contact with any child requires prior consent of a parent or legal guardian. *Schulkers, et al. v Kammer, et al., 955 F3d 520 (CA 6, 2020)*

Reasonable suspicion of abuse or neglect exists when under the current known facts and/or circumstances, there are indicators to demonstrate abuse or neglect may have occurred. Reasonable suspicion will no longer exist when based on the known facts and circumstances, the report of suspected child abuse or neglect cannot be confirmed.

Legal Parent/Legal Guardian Notification After Interview

Regardless of whether prior parental consent occurred, the caseworker must notify the child(ren)'s legal parent or legal guardian that the caseworker contacted the child at school. This notification must occur as soon as possible after the interview. A temporary delay in notification is permitted, if the notice would compromise the safety of the child or the child's siblings, or the integrity of the investigation (MCL 722.628(8)).

Forensic Interviewing Protocol

The [DHS Pub 779, Forensic Interviewing Protocol](#), should be used to interview all age and developmentally appropriate children. Caseworkers must document use of the protocol for the interview as well as qualitative steps outlined within the protocol. If the protocol is not used, document the reason. Children must not be interviewed in the presence of an alleged perpetrator (MCL 722.628c).

If an interview is conducted at a children's assessment center, Michigan Department of Health and Human Services (MDHHS)

must not maintain copies of video/audio recording and should not video tape interviews. Caseworkers should observe and document interviews occurring at children's assessment centers.

Contact at Schools and other Institutions

Schools and other institutions are required to cooperate with the department during an investigation. Caseworkers must review the following with the designated school staff person (MCL 722.628(8) and (9)):

- Prior to interview, discuss the department's responsibilities and the investigation procedure. Following the interview, discuss response the department will take as a result of contact with the child. Sharing of information is subject to confidentiality provisions; see [SRM 131, Confidentiality](#).

NOTE: If the school does not cooperate, this does not relieve or prevent the department from proceeding with the investigation.

If access to the child occurs within a hospital, the investigation must be conducted so as not to interfere with the medical treatment of the child(ren) or other patients (MCL 722.628(10)).

Assessment of Alleged Injuries

When allegations include injury on the child(ren)'s body, caseworkers are required to make efforts to view alleged marks, bruises, or other injuries. No child(ren) shall be subjected to a search at a school which requires the child to remove their clothing to expose buttocks, genitalia, or a child(ren)'s breasts (MCL 722.628(10)).

If the area of injury includes the child(ren)'s buttocks or genitalia, caseworkers may view the buttocks or genitalia of the child(ren) up to the age of 6 with parent or legal guardian consent and in the presence of another adult (which may be the child's consenting parent or legal guardian). If the child(ren) is age 6 or older, caseworkers should request the parent/caregiver take the child(ren) for a medical examination. See [PSM 713-04, Medical Examination and Assessment](#) for more information on medical assessments.

**CONTACT WITH
ADULTS**

During an investigation, **face-to-face contact** must be attempted with the following:

- Legal and putative parents, guardians or caretakers who are involved in the care of the alleged child victim(s).
- Legal guardians of the alleged child victim(s).
- Alleged perpetrators.

At minimum, a **telephone contact** must be attempted with the following:

- Legal parents who are not involved in the care of all alleged child victim(s).
- Other adults residing in the home with the alleged child victim(s).
- Legal parents of children not identified as victims but associated with the case.

When required face-to-face or telephone contact cannot be made, caseworkers must document the barriers that prohibited this contact.

All adults with whom face-to-face contact is required, must be added as investigative persons to the case in the electronic case management system. Other adults may be added as associated persons.

**Interview
Requirements**

Caseworker engagement with all adults, parents, and alleged perpetrators must be professional, respectful, non-judgmental, and non-threatening.

Caseworkers must display their MDHHS identification, clearly identify themselves as representing CPS, and inform the individuals being interviewed of the referral and identified concerns.

Interviews with the alleged victim's parents, guardians, and alleged perpetrator(s) should focus on the specific referral and any other

concerns observed or reported that may impact child safety and/or future risk.

Caseworkers must attempt to obtain the following information from the child's parents, guardians, and the alleged perpetrator:

- Verification of identity and previous names.
- If the person is a licensed foster care or day care provider.
- Native American heritage for self and child(ren).
- Names and dates of birth of his or her children.
- Friend of the Court involvement.

Caseworkers must also inquire of any out of state history within the previous 10 years for all alleged perpetrators.

If the person being interviewed is the non-custodial parent of the alleged child victim, and there is a Friend of the Court order, the [DHS-1450, How to Change a Parenting Time Custody Order](#), must be offered to the parent.

The primary objectives of the contact with the child(ren)'s parent(s), guardian(s), and the alleged perpetrator(s) is to gather information to:

- Assess the referral allegations and identify the child(ren) who may have been involved/impacted.
- Assess the caregiver's ability to meet the needs of the child(ren).
- Identify any immediate child(ren) safety concerns and help the family develop a safety plan, if warranted.
- Identify strengths and needs of the family and information for accessing resources.
- Gather information to accurately complete risk and safety assessments.

Support Persons

Occasionally, an adult being interviewed may request a support person(s), during an interview. Prior to an interview with a support person(s), the caseworker must:

- Ensure that the request or use of a support person(s) does not delay or impede any necessary safety planning.
- Inform the support person(s) at the beginning of the interview that information obtained during the interview is confidential and that release of this information has civil and criminal penalties.
- Obtain consent and necessary signatures on the [DHS-860, CPS Support Person Letter](#).

Absent Parents

Caseworkers must document efforts to identify and locate parents. The caseworker should use the [Absent Parent Protocol](#) to identify and locate parents in an investigation.

Parents Who Are Incarcerated

To locate a parent(s) who is incarcerated, the following resources may be used:

- Michigan Department of Corrections, <http://www.michigan.gov/corrections>.
- Federal prisons, <http://www.bop.gov/>.
- Out-of-state facilities or county jails, <http://www.vinelink.com> or contact the facility.

DIFFICULTY MAKING CONTACT/UNABLE TO LOCATE

When having trouble locating or contacting adults, or an entire family, caseworkers must make ongoing efforts to locate an adult, family, or child(ren) through actions identified in the [DHS-991, Diligent Search Checklist](#). All efforts must be clearly documented in social work contacts in the electronic case management system. Caseworkers may also contact the MDHHS assistance caseworker for assistance in locating a family; see [BAM 220, Case Actions](#).

Imminent Risk of Harm to the Child(ren)

If the whereabouts of a child(ren) cannot be verified, and evidence indicates the child(ren) is at imminent risk of harm, the caseworker

must contact local law enforcement in the jurisdiction where the child is alleged to reside. The caseworker must explain why the child(ren) is at imminent risk and request that law enforcement check on the child(ren)'s safety. The caseworker must provide law enforcement with the last known details of the whereabouts of the child(ren).

Alleged Perpetrator(s) - Refuses to Cooperate/Unable to Locate

Caseworkers must make attempts to interview the alleged perpetrator(s). When a child(ren) is at imminent risk of harm and the caseworker is unable to locate the alleged perpetrator(s), or the alleged perpetrator(s) is not willing to cooperate, the caseworker must take steps to ensure that the alleged perpetrator(s) does not have contact with the child(ren). Caseworkers must safety plan with a non-offending parent or caregiver to ensure child safety, when able to do so. If there is imminent risk of harm to the child(ren), consider filing a petition asking the court to remove the perpetrator(s) from the home.

For information on filing a petition, see [PSM 715-3, Family Court: Petitions, Hearings and Court Orders](#).

**Child Found in
Another State**

In instances where it is indicated that an alleged child victim or non-victim household child is visiting or residing in another state, country, territory, etc. the following steps must be taken and documented in social work contacts:

- Verbally confirm with the adult providing care for the child, that the child is with them.
- If the child is an alleged victim, request assistance from CPS in the other state or jurisdiction to conduct an interview with the child or request law enforcement verify the wellbeing of the child, if the CPS agency is unable to respond timely.

**CASES INVOLVING
MULTIPLE
COUNTIES**

In cases in which parents, caregivers or children are located in other counties, **requests for courtesy contacts must be**

honored. Courtesy caseworkers and supervisors should be assigned within the electronic case management system. All activities completed by the courtesy worker must be documented in social work contacts.

Disputes between counties must be referred to the appropriate business service center director(s) for resolution.

When Families in CPS Cases Move or Visit Out of County

When a family with an active CPS investigation moves or is temporarily visiting outside of the assigned county of responsibility, caseworkers in the assigned county and the county where the family now resides, should communicate to discuss the nature of the active CPS investigation. Caseworkers should coordinate to ensure timely completion of investigation requirements and ensure child safety.

- If the family is living in another county **temporarily**, the assigned county of responsibility should outline the need for courtesy interviews and referral of services and request these be completed by the county of temporary residence. The county of responsibility will continue to maintain the case until there is confirmation the family has moved permanently.
- If the family has **moved** to a new county, the supervisor must transfer the active CPS investigation in the electronic case management system to the new county of residence for the family.

Disputes between counties must be referred to the appropriate business service center director(s) for resolution.

SAFETY PLANNING

Caseworkers must consistently assess the safety and need for protection of all children during an investigation. Safety plans must:

- Address immediate safety concerns (a safety plan is not a treatment plan).
- Be developed with the input and assistance of parents, family members and tribe (if applicable).

- Include formal and informal supports and services.
- Include proactive and reactive steps.
- Be realistic, achievable, and understood by the parent/caregiver.
- Specify roles and expectations of pertinent individuals involved in the plan.
- Be modified as other safety concerns arise.
- Build on the strengths of the parent/caregiver.

Safety plans must be documented within a social work contact and uploaded into the electronic case management system.

Temporary Voluntary Arrangements

As part of a safety plan during CPS involvement, a parent or a legal guardian may decide to allow their child(ren) to temporarily stay with the other parent, a relative, or a friend, as the parent determines appropriate and/or as part of the parent's safety plan.

In such circumstances, discussions of a temporary voluntary arrangement must be led by a parent or legal guardian; and the decision to change, extend, or stop the arrangement rests with the parent. During a temporary voluntary arrangement, caseworkers and/or temporary caregivers may not restrict a parent's physical custody or access to their child(ren).

When safety concerns exist that do not necessitate court involvement, and the parent secures a temporary voluntary arrangement for their child(ren), the caseworker must ask the parent to sign the [MDHHS-5433, Temporary Voluntary Arrangement](#), and upload the form into the documents section within the electronic case management system.

Like any other safety plan established during CPS involvement, caseworkers must continuously monitor the effectiveness of the safety plan, verify the child(ren)'s continued safety, and assist the family with any additional services and supports needed. When there is no longer a need for the temporary voluntary arrangement, the caseworker must notify the family and document this in a social

work contact. If there is a need to extend the timeframe of the temporary voluntary arrangement, a Family Team Meeting (FTM) be held to determine next steps. For information on FTMs, see [PSM 714-1, Post-Investigative Services](#).

NOTE: The parent(s) has the right to end a temporary voluntary arrangement. If this occurs the caseworker must immediately assess the safety of the child(ren) and request an FTM to determine next steps.

SERVICE PROVISION

When a child(ren) can remain safely in their own home with services, include caregivers in planning services that build on caregiver's strengths. Identify and implement services that will adequately prevent harm to the child(ren) by supporting the family. Intensive home-based services should be made available to families within 24 hours to alleviate risk and stabilize the family.

Services may be continued without initiating legal action if a child(ren) can remain in their own home safely, and the caregivers are willing and able to voluntarily participate in services to improve conditions for the child(ren).

Relative care and/or other family resources may provide support to parents as they improve their skills and work with services; see [PSM 714-1, Post-Investigative Services](#).

COLLATERAL CONTACTS

Collateral contacts should be made to thoroughly assess referral allegations regarding the child(ren)'s safety. Examples of individuals who may be able to provide pertinent information are:

- Witnesses to the alleged abuse/neglect.
- Relatives and friends.
- Non-parent adults.
- Teachers/other school staff.
- Medical provider(s).
- Mental health provider(s).
- Neighbors.
- Reporting person(s).
- Service providers.

Caseworkers should request reports from law enforcement, mental health providers, physicians, emergency medical services (EMS), and other entities, when applicable to the investigation. Reports should be summarized in a social work contact and uploaded into the document section within the electronic case management system.

NOTE: The Michigan Mental Health Code (MCL 330.1748a) states that mental health providers shall release pertinent mental health records to CPS workers involved in an investigation within 14 days after receipt of the request for such records.

Requesting Medical and Mental Health Record Information

The Child Protection Law, the Public Health Code (MCL 333.2640 & 333.16281) and the Mental Health Code (MCL 330.1748a) provide the legal authority and obligation for medical and mental health providers to share their records with CPS during an investigation of suspected child abuse or neglect, even without the client's consent.

CPS must request the records in writing, using the [DHS-1163-M, Children's Protective Services Request for Medical Information](#), or [DHS-1163-P, Children's Protective Services Request for Mental Health Information](#). The [DHS-1555, Authorization to Release Confidential Information](#), can also be utilized to request medical information that is not pertinent to the CPS investigation.

Medical and mental health providers shall release pertinent medical and mental health records to CPS workers involved in an investigation within 14 days after receipt of the request for such records.

If the medical provider denies the written request, the local CPS office must send a copy of the denied request to by contacting the [Child Welfare policy mailbox\(Child-Welfare-Policy@michigan.gov\)](mailto:Child-Welfare-Policy@michigan.gov). Include in the subject line of the email: denied medical records request.

In an emergency, the local CPS office may request assistance in obtaining records from the local prosecuting attorney and Family Division of Circuit Court.

**OBSERVATION OF
HOME
ENVIRONMENT**

Caseworkers must view the primary residence of the alleged victim child(ren) as well as the location where the alleged abuse/neglect occurred, if applicable. If the allegations are about the conditions of the home, caseworkers must document home observations in a social work contact in the electronic case management system.

Safe Sleep

The sleep environment of child(ren) under 12 months must be observed and documented. Infants under 12 months should not sleep on couches, inflatable mattresses, or in a bed with adults or other children. Infants should sleep alone in a crib, portable crib, bassinet or pack 'n play (play yard) with only a firm mattress and tightly fitted sheet for every sleep time. No pillows, blankets, comforters, stuffed animals, or other objects should be in the baby's sleep area. Car seats, swings and other sitting devices are not recommended for routine sleep.

Caseworkers must discuss safe sleep practice with the parent/caregiver. If items needed for safe sleep are not available in the home, caseworkers should assist the family with obtaining needed items. This should be documented in a social work contact in the electronic case management system.

HISTORY/TRENDS

Caseworkers must document a thorough search for history/trends, on all the following investigation persons:

- Legal and putative parent(s) involved in the care of the alleged child(ren) victim(s) including a central registry clearance.
- Legal guardian(s) of the alleged child(ren) victim(s), including a central registry clearance.
- Alleged or confirmed perpetrators(s), including a central registry clearance.
- Alleged or confirmed child(ren) victim(s).

Assessment of history/trends must address the following areas:

- Number of previous investigations, categories, and timeframes.
- Previous court involvement and out of home placements.
- Broad trends/patterns for all previous child welfare cases.
- Previous service referrals and participation in services.
- Overall strengths and barriers for the family.
- Relationship between previous cases and current case.
- Central registry information for the following:
 - Legal and putative parent(s) involved in the care of the alleged child(ren)victims.
 - Legal guardian(s) of the alleged child(ren) victim(s).
 - Alleged or confirmed perpetrators(s).

Note: If a central registry clearance was completed as part of a preliminary investigation, caseworkers may use these results for history/trends. For information on preliminary investigations, see [PSM 712-5, CPS Intake - Overview](#).

If applicable, out of state history must also be assessed for all alleged perpetrators in any state in which residency is reported within the previous 10 years. All results for the above areas must be documented and detailed in the *history/trends tab* of the electronic case management system.

New Investigations with Prior Central Registry (No due process date) Listing

If the central registry inquiry reveals that a perpetrator listed on the registry does not have a due process date (a date appropriate notice provided) in the electronic case management system, the current investigator must provide notice. See [PSM 713-13, Central Registry and Confirmed Perpetrator Notification](#), *New CPS Investigation* subsection for investigative persons notification process.

CASE CONFERENCE

Case conferences between the caseworker and supervisor must occur **at least** once on every assigned investigation, prior to disposition. When an extension is requested, a case conference must be held during each extension period. Caseworkers must document the case conference in a social work contact selecting supervision as the contact type and narrate only that the conference occurred.

ADDITIONAL INVESTIGATION ACTIVITIES

Additional investigation activities may be required including:

- Criminal History Check; [see SRM 700, Law Enforcement Information Network \(LEIN\)](#).
- Medical assessment [see PSM 713-04, Medical Examination and Assessment](#)
- Plan of Safe Care; [see PSM 716-7, Cases Involving Substances](#).

TIME FRAME FOR COMPLETION OF FIELD INVESTIGATION

Investigations must be completed within 30 calendar days from the department's receipt of the referral unless an extension is granted.

Extension Request

In some situations, completing an investigation may require an extension of the 30-calendar day standard of promptness (SOP). When requesting an extension, caseworkers must document the reasons for the extension and submit an extension request prior to the end of the 30-calendar day SOP. **Extensions are not to be approved solely for the purpose of meeting the SOP.** Supervisory approval can only occur for the following circumstances:

- Obtaining medical records, or a second medical opinion to verify an injury or medical condition.
- Obtaining mental health evaluations, reports, or records necessary to reach an accurate case disposition.
- Coordinating interviews with law enforcement necessary to reach an accurate case disposition.
- Coordinating interviews with other states or counties necessary to complete a thorough investigation.

Extensions which do not fall under these circumstances may be allowed, if reviewed and approved by the Children's Services Administration (CSA) senior deputy director or their designee. Before requesting the CSA senior deputy director's approval, caseworkers must complete and document all requirements detailed in section, *Extension and Overdue Investigation Requirements* in this item.

The CSA senior deputy director or their designee's approval of an extension must be documented in the supervisor approval section in the electronic case management record as well as in social work contacts, and the approval, such as an email approval, must be scanned and uploaded to the document section.

Extension and Overdue Investigation Requirements

Caseworkers requesting an investigation extension, or for investigations going overdue (without an extension request), must complete all the following within 30 calendar days from the date of the referral, and within every 30 days thereafter:

- Face-to face contact with each alleged child victim(s).
- Safety assessment.
- Collateral contact with parent/caretaker of each victim.

Additional awareness should be given to any safety concerns, and safety planning must be completed with the family in the interim of the investigation.

Extension Approval

If an extension of the 30-calendar day investigation is approved, the extension must be reviewed and/or approved by a supervisor. Any subsequent approvals should be reviewed and approved prior to the expiration of the extension.

PHOTOGRAPHS

Caseworkers may take photographs to capture evidence for an investigation. Taking photographs of injuries or conditions is a preferred practice for documenting evidence. Caseworkers must not take photographs of the child's genitalia, buttocks, or breasts of female children at any age. Caseworkers may only accept

photographs from law enforcement and/or medical professionals. If photographs of injuries to these areas are needed for evidence, they must be taken by medical personnel during a medical examination. Caseworkers may consult with medical professionals to request that photographs of injuries to these areas be taken.

All photographs taken for the purpose of the investigation must be uploaded into the document tab of the electronic case management system.

COMPLETION OF INVESTIGATION

The investigation must include the systematic, objective, and unbiased examination of facts and evidence which support the determination that a preponderance of evidence of child abuse and child neglect exists or does not exist.

No Preponderance or Evidence of Abuse/Neglect

If child abuse or child neglect is not confirmed, the case must be classified as a Category IV or V. A no evidence decision (Category V) is appropriate for investigations where all allegations were based on false or erroneous information, or the family is unable to be located.

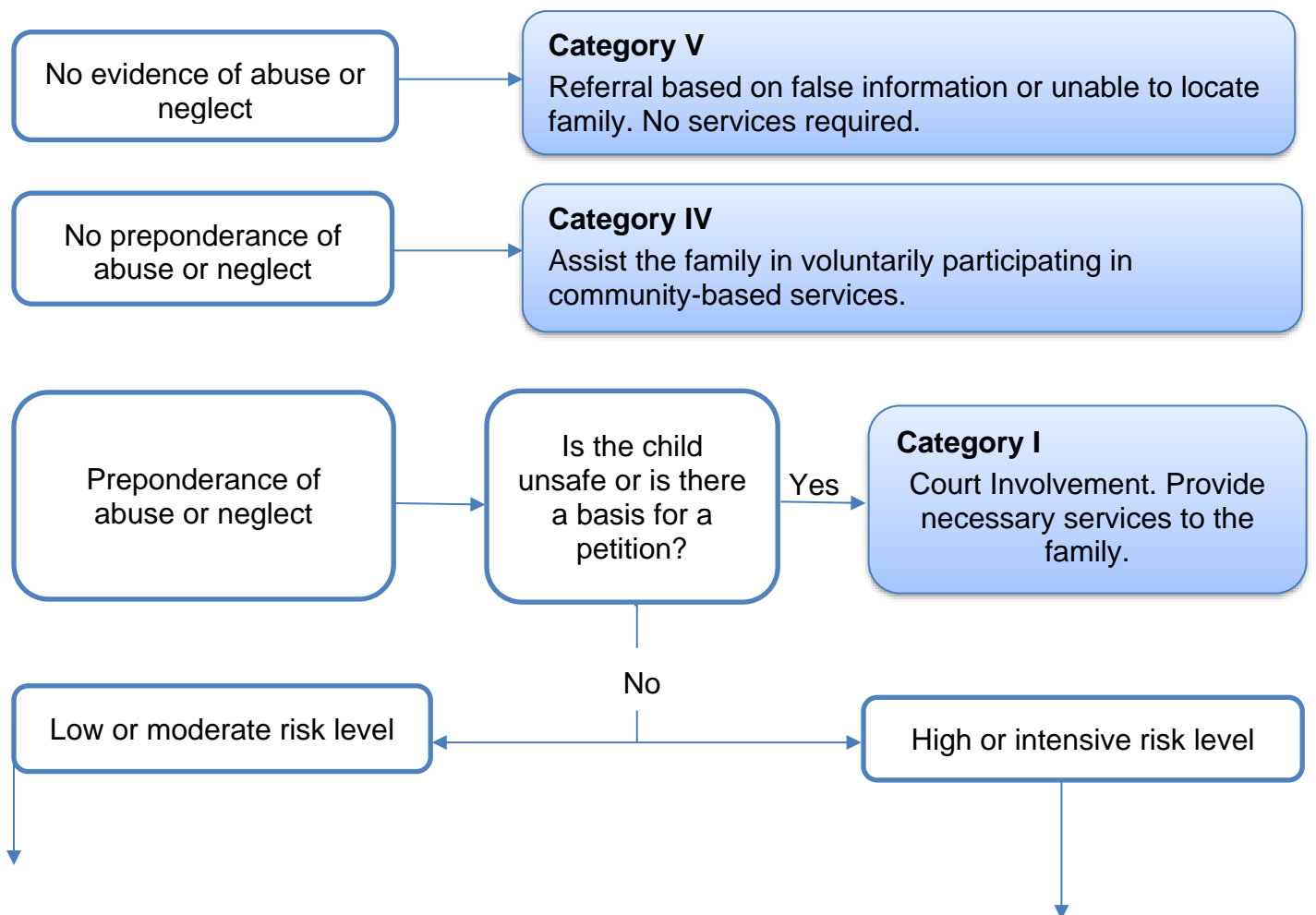
Preponderance of Evidence of Abuse/Neglect

If evidence of child abuse or child neglect is confirmed, the case must be classified as a Category I, II, or III.

Five Category Disposition

MCL 722.628d defines the five CPS investigation categories and the department's required response for each. The decision tree below is a guide to the five category dispositions and the department's required response; see [PSM 711-4, CPS Legal Requirements and Definitions](#).

For those cases that require that the perpetrator be listed on central registry; see [PSM 713-13, Central Registry and Confirmed Perpetrator Notification](#).

FIVE CATEGORY DISPOSITION DECISION MAKING TREE:

Category III

Must assist the family in receiving community-based services.

Category II

Must open a child protective services case and provide services.

The family refuses services or has not made any progress with services and there is continued and/or heightened risk of harm to the child.

Must consider reclassifying case as a Category II

Case must be escalated to a Category I

**Perpetrator
Notification**

A person who has been confirmed for child abuse or child neglect must be appropriately notified within 30 calendar days of the investigation approval date that they will be placed on central registry; or, that they are a perpetrator of a confirmed case of child abuse or child neglect which does not warrant placement on the central registry.

For notification requirements see Notification Requirements and Timeframes in [PSM 713-13, Central Registry and Confirmed Perpetrator Notification](#).

**Notification to
Mandated Reporters**

If the person who made the report to CPS is a mandated reporter, the caseworker must generate and mail the [DHS-1224, Complaint Source Notification Letter](#), to the mandated reporter within 24 hours of approval of investigation disposition (MCL 722.628(16)).

Caseworkers must document sending the [DHS-1224, Complaint Source Notification Letter](#) in a social work contact **without** identifying the reporting source. The [DHS-1224, Complaint Source Notification Letter](#), form must be saved in the electronic case management system and uploaded to the *document* section within the *intake workload* screen.

ABBREVIATED INVESTIGATIONS

Caseworkers may consider conducting an abbreviated investigation in the following situations:

- Unable to locate family/child victim(s).
- After interview or contact with the child victim(s) and any other information gathered confirms that the referral is without any factual basis.

An abbreviated investigation means that a full investigation with all investigative policy requirements was not conducted and will result in a Category V disposition. Caseworkers must submit a request for supervisory approval in the electronic case management system. All abbreviated investigations must also be routed for review by the local office director.

Note: If there is reason to believe the referral is without factual basis prior to completing interviews with the children, parental consent must be obtained prior to completing any interviews; see *Contact with Children* section in this item.

Required Activities

Caseworkers must enter all the following for an abbreviated investigation:

- Referral to law enforcement/prosecutor's office, if required; see [PSM 712-3, Coordination with Prosecuting Attorney and Law Enforcement](#).
- Face to face contact with the child victim(s).
- Contact with school personnel if child is interviewed at school. The parent or caregiver must be notified if the child was interviewed at school.
- Social work contacts demonstrating any case activity completed.
- All appropriate sections in the electronic case management system including disposition.
- History/trends.

- Notification to mandated reporter, if applicable.

DOCUMENTATION IN THE ELECTRONIC CASE MANAGEMENT SYSTEM

The electronic case management system is utilized for documenting all actions taken in a CPS investigation. Caseworkers must complete/update all applicable tabs within the investigation module of the electronic case management system. This includes but is not limited to the following sections:

- Investigation persons.
- Petitions for removal.
- Allegations/findings.
- Safety Assessment.
- Risk Assessment.
- Create households.
- Social work contacts.
- Exception/Extension Requests.
- Documents.
- Disposition questions.
- Disposition summary.

Social Work Contacts

Enter all contacts, either attempted or successful, into the electronic case management system. Caseworkers must enter all social work contacts into the electronic case management system within five business days of contact. Social work contacts include face-to-face, collateral contacts, caseworker contacts with children, parents, and foster parents/relative/unrelated caregivers.

Social work contacts should document statements, evidence, and engagement with the family as well as other actions taken by the caseworker to investigate the allegations and address the safety of the child. Social work contacts must also support information provided within the disposition summary.

Reports received from contracted service providers must be entered in the electronic case management system within five business days of receipt.

All social work contacts with accompanying narratives will pre-fill onto the DHS-154, Children's Protective Services Investigation Report.

Disposition Summary

Caseworkers must document the following in the disposition summary:

- Allegations investigated.
- Investigation disposition (preponderance/no preponderance).
- Names of the alleged and/or confirmed perpetrator(s) and alleged and/or confirmed victim(s).
- Steps taken in the investigation including:
 - Verification of the safety and whereabouts of all children listed in investigations persons.
 - Interviews with adults.
 - Observations of the home and/or scene of alleged abuse/neglect.
 - Any documentation obtained to support the conclusion (medical reports, police reports, etc.).
- How the relevant facts/evidence obtained during the investigation led to case outcome.
- The category disposition, the risk level, and any applicable overrides applied.
- The names of individuals added to central registry and the confirmed case type if applicable.
- Any services recommended, offered, or referred if applicable.
- Any safety plans put in place.
- If a petition was filed and rationale.

**Submission for
Approval of
Investigation**

Upon completion of an investigation meeting policy and legal requirements, the caseworker must submit the case for supervisory approval. Supervisors may return the case with corrections if additional steps need to be taken. Corrections must be completed by the caseworker in a timely manner to ensure that the investigation is approved within 14 calendar days of initial submission for approval of the investigation.

**DHS-154,
Children's
Protective
Services
Investigation
Report**

The DHS-154, Children's Protective Services Investigation Report, is the report used to detail the action completed in the electronic case management system for an investigation. Once approved the DHS-154, Children's Protective Services Investigation Report should be generated, saved, and the signature page of the report signed and uploaded into the document section of the electronic case management system.

POLICY CONTACT

Questions about this policy item may be directed to the [Child Welfare Policy Mailbox \(Child-welfare-policy@michigan.gov\)](mailto:Child-welfare-policy@michigan.gov).